

## **CITY OF ATLANTA REQUEST FOR PROPOSAL**

Sealed Proposal for **FC-6004007869, Insurance Agent Broker**, will be received by the Chief Procurement Officer or designated staff of the Department of Procurement (“DOP”), Suite 1790, 55 Trinity Avenue, S.W., City Hall South, Atlanta, Georgia 30303, which must be time stamped **no later than 1:59 p.m., Wednesday, June 15, 2005.**

**\*\*ABSOLUTELY NO PROPOSALS WILL BE ACCEPTED AFTER 1:59 P.M.\*\***

**THIS PROJECT IS AN ELIGIBLE BIDDER PROJECT AS DEFINED IN §2-1443, AND NO BID SHALL BE ACCEPTED UNLESS THE BID IS SUBMITTED BY AN ELIGIBLE BIDDER AS APPROVED BY THE OFFICE OF CONTRACT COMPLIANCE.**

The names of proponents submitting Proposals will be read publicly at 2:00 p.m., in the Bid Conference Room of DOP, Suite 1900, at the above address.

**SCOPE OF WORK:** The City of Atlanta (the “City”) is soliciting proposals from qualified Insurance Agents/Brokers to provide insurance placement services and risk management consulting services to the City of Atlanta.

**A Pre-Proposal Conference** will be held on **Tuesday, May 24, 2005, at 11:00 a.m.**, in the Conference Room of DOP. The purpose of the Pre-Proposal Conference is to provide the proponents with information regarding the project and to address any questions and concerns. There will be City representatives from the Office of Risk Management to address the technical requirements, DOP to address questions about the procurement process and the Office of Contract Compliance to address the Equal Business Opportunity and Equal Employment Opportunity Requirements. Proponents are urged to attend the Pre-Proposal Conference to obtain general information regarding the solicitation document.

General instructions, plans and/or specifications for submitting Proposal packages for this project will be available for review/purchase at a cost of **\$25.00** as of **Thursday, May 18 2005** between the hours of 8:15 a.m. - 5:00 p.m., in the DOP’s Plan Room, Suite 1900, 1st Floor, 55 Trinity Avenue, S.W., City Hall South, Atlanta, Georgia. Payment for the documents represents production costs; and therefore, is non-refundable.

Please be advised that all responses to this bid are subject to the Georgia Open Records Act, which permits any citizen of this state to inspect and/or copy any document prepared and maintained or received in the course of the operation of a public office or agency. Should you elect to submit a bid and it becomes the subject of a Georgia Open Records Act request, you will be asked by the City to identify all financial, privileged, confidential, and proprietary information that is included in your proposal. This information is exempt from disclosure in responses to a request.

If you have any questions regarding this project, please contact Rholanda Malveaux Stanberry, Contracting Officer, at (404) 330-6938, or by e-mail at [RMalveaux@AtlantaGa.Gov](mailto:RMalveaux@AtlantaGa.Gov). Any questions regarding the procedure for purchasing a copy of the document, or obtaining a copy of the plan holders list, should be directed to the Plan Room at (404) 330-6069.

If you have any questions regarding the Eligible Bidder Program, please direct them to the Office of Contract Compliance at (404) 330-6010.

The City reserves the absolute right to reject any and all Proposals and to waive any technicalities.

**\*\*\* The Proposal Document cannot be downloaded. The Proposal Document must be purchased at the DOP’s Plan Room \*\*\***